

ENTRY LEVEL POLICE OFFICER
ESSENTIAL JOB FUNCTIONS

Name:	Position:
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The successful applicant must be able to perform all of the following essential job functions of an inexperienced law enforcement officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength. Indicate your ability to complete the following job functions:

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

4. Operate a law enforcement vehicle during both the day and night in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

10. Conduct visual and audio surveillance for extended periods of time.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

13. Demonstrate communication skills in court and other formal settings.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

18. Put on and operate a gas mask in situations where chemical munitions are being deployed.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

19. Extinguish small fires by using a fire extinguisher and other appropriate means.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

Ability to Complete ☐ yes ☐ no
Accommodation Required ☐ yes _____ ☐ no

<u>Screening Date:</u>	<u>Time:</u>	<u>Investigator:</u>
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